



WWF

for a living planet®

JOB DESCRIPTION

Position:	:	Communications Officer
Reports to	:	Project Manager – EU Scaling Up Rural Electrification Project
Supervises	:	N/A
Location	:	Kasese
Grade	:	B1

- I. **Role Definition:** To review, develop and monitor communication, partnerships and external relations strategies, policies, procedures and guidelines in line with the WWF-UCO strategic objectives.
- II. **Key Responsibilities:**
 1. Develop and monitor the implementation of project communication, partnerships and external relations strategies for guiding all related interventions for the organisation in line with the WWF-UCO communication and project objectives strategy
 2. Prepare annual work plans and budgets for communication, partnerships and external relations initiatives in line with the WWF-UCO communication and the Project Objectives
 3. Develop, design and disseminate information and communication materials for communication, partnerships and external relations guiding all project and organisational interventions in line with WWF standards.
 4. Develop, appraise, support and maintain a competent & motivated team through giving professional support, constructive feedback, coaching and mentoring in line with the WWF human resources guidelines.
 5. Create strong alliances and networks, support effective partnerships with international, national, local public and private stakeholders in line with WWF-UCO communication and Project Objectives
 6. Prepare management reports and share experiences, information, lessons learnt to key stakeholders in line with in line with WWF guidelines and network standards.
 7. Promote the visibility of WWF UCO programs and interventions with relevant audiences/media platforms, represent the organisation at international, national and local levels in line with WWF-UCO and Project Objectives

Profile:

Required Qualifications and Experience

- A Bachelors degree in Mass Communication (Public Relations/Media Communication) or other related field;
- A post graduate qualification in any of the above fields is an added advantage;
- A minimum of 3 years work experience in Information, Communication and Educational programmes targeting environmental or sustainable development issues;
- Experience working on communications with an NGO would be an added advantage;

- Keen interest and commitment to the environment / sustainable development would be a distinct advantage;
- A knowledge of solar technology / clean energy would also be an added advantage;

Required Skills and competencies

- Excellent interpersonal skills, adaptable and flexible
- Should be able to take initiatives and prioritise among competing demands
- Must be computer literate and able to effectively use Microsoft Office software
- Should have skills in project planning, fund raising and experience working with donors;
- Should have proven & demonstrated traits of high integrity, honesty
- Ability to network, develop and maintain strong relevant relationships at all levels, internally and externally;
- Ability to work in team

Working Relationships

Internal: Interacts and works closely with all project staff, other staff in the Uganda Country Office.

External: Interacts as required with governmental institutions, civil society organisations, and other project stakeholders, in collaboration with the Project Manager.

This job description covers the main tasks and conveys the spirit of the kind of tasks that are anticipated proactively from staff.